

## DOM APT Reviewer Checklist

Clinician Educator Track

OR

Scientist Educator Track

### ASSOCIATE PROFESSOR

Candidate Name:

Submission Type: Select Submission Type

- Appointment
- Promotion
- Tenure

Review Date: Click or tap to enter a date.

Site: Select a Site

Division: Select a Division

Secondary Department: N/A

Current Rank: Select Rank

Proposed Rank: Select Rank

Current Track: Select Track

Proposed Track: Select Track

Reviewer Name: Select Reviewer

**SUMMARY** *(In 5 sentences or less, outline the faculty member’s background and expertise to provide context to the evaluation)*

		<b><u>Supporting Evidence</u></b>
		<i>For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.</i>
<b>OVERVIEW</b> <b>Across all ranks</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clinician or scientist who demonstrates a scholarly approach to teaching and education practice.</li> <li><input type="checkbox"/> Contributes to the dissemination of knowledge in a clinical or scientific field, in health profession, or in practice of biomedical education.</li> <li><input type="checkbox"/> Contributes to and participates in teaching, mentoring, diversity, equity and inclusion efforts, and service and citizenship.</li> </ul> <p><u>Teaching:</u></p>	

		<p align="center"><b>Supporting Evidence</b></p> <p><i>For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.</i></p>
	<p><input type="checkbox"/> Demonstrates excellence in teaching by disseminating knowledge, skills and behavior through diverse methods (e.g. small/large group, lecture, simulation) in various venues (e.g. classroom, clinical, lab/bench, online, continuing professional development) to diverse learners (e.g. students, residents, fellows, trainees, peers, community members).</p> <p><u>Mentoring:</u></p> <p><input type="checkbox"/> Demonstrates ability to mentor by developing professional relationships that foster personal and professional growth.</p> <p><u>Diversity, Equity and Inclusion:</u></p> <p><input type="checkbox"/> Engages in and/or has leadership roles in programs, strategies, committees or experiences that foster and advance a diverse, equitable and inclusive environment in science and medicine at the school, department, hospital, health system, community, and/or professional organization level</p> <p><u>Service and Citizenship:</u></p> <p><input type="checkbox"/> Engages in activities that further the mission and goals of the school, department, hospital, health system, community, or national professional organization. <i>(Select all that apply)</i></p> <p><input type="checkbox"/> Participation and/or leadership of school and/or health system committees.</p> <p><input type="checkbox"/> Awards/recognition for service and citizenship.</p> <p><input type="checkbox"/> Development of programs or initiatives that support the mission and goals of the institution, community, or national professional organization.</p>	
Comment		
<b>OVERVIEW Associate Professor</b>	<p><input type="checkbox"/> Widely recognized at <b>MSHS, or at the regional level</b> for accomplishments.</p>	
Comment		
<b>CLINICAL CARE (Only Complete For Clinician Educators)</b>	<p><input type="checkbox"/> The candidate must be an Excellent clinician.</p> <p><input type="checkbox"/> Recognized <b>institutionally and regionally</b>, as provider of excellent care. <i>(Select all that apply)</i></p> <p><input type="checkbox"/> Recognition/awards for clinical care.</p>	

		<p align="center"><b>Supporting Evidence</b></p> <p><i>For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.</i></p>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Record of success caring for other physicians' patients</li> <li><input type="checkbox"/> General reputation on clinical subjects</li> <li><input type="checkbox"/> Increasing volume of cases, reflecting expanding referral patterns.</li> </ul>	
<p><b>Comment</b></p>		
<p><b>SCIENTIFIC RESEARCH (Only Complete For Scientist Educators)</b></p>	<p>Demonstrates competence in research as a scientist with <b>regional</b> impact through:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Record of prior or ongoing grant support (fellowship/ training/ research grant).</li> <li><input type="checkbox"/> Evidence of engagement/scholarship at a regional level.</li> <li><input type="checkbox"/> First or senior authorship on scientific publications and other forms of dissemination.</li> </ul>	
<p>Comment</p>		
<p><b>Preliminary Decision</b></p>	<p>Does this candidate meet overview criteria for this track? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If no, then stop and contact DOM APT Administrative Staff ( <a href="mailto:DOMFacAffairs@mssm.edu">DOMFacAffairs@mssm.edu</a> )</b></p>	
<p><b>Scholarly approach to teaching and educational practice</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Direct teaching of students/ trainees/ colleagues/ community/patients. Active participation in <b>2 or more</b> of the following teaching activities: <i>(Select all that apply)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Teaching in the classroom/other education spaces (e.g. simulation lab, standardized patient center).</li> <li><input type="checkbox"/> Teaching in clinical settings.</li> <li><input type="checkbox"/> Facilitating seminars, small groups, &amp; journal clubs or laboratory sessions.</li> <li><input type="checkbox"/> Teaching in continuing professional development programs.</li> <li><input type="checkbox"/> Serving as the primary teacher for a course or program.</li> <li><input type="checkbox"/> Development or adoption of innovative teaching methods grounded in learning principles such as simulation, standardized patient experiences, virtual reality experiences, laboratory exercises, team-based learning exercises, etc. (part 1 of Educational Addendum).</li> <li><input type="checkbox"/> Integration of topics pertaining to racism, diversity, equity, inclusion, health care disparities, and bias in teaching activities (part 2 of Educational Addendum).</li> </ul> </li> </ul>	

		<p align="center"><b>Supporting Evidence</b></p> <p><i>For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.</i></p>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contributions to efforts that ensure learners are treated equitably and inclusively regardless of race, gender identity, sexual orientation, ability status, cultural or socioeconomic background (part 3 of Educational Addendum).</li> <li><input type="checkbox"/> Evidence of outstanding teaching quality (numeric and/or qualitative) by learners, peers and/or education program leaders.</li> <li><input type="checkbox"/> Adoption of assessment methods that are observable, measurable, relevant, replicable, aligned with goals and objectives, and outcome-focused (part 4 of Educational Addendum).</li> <li><input type="checkbox"/> Local and/or regional awards for teaching excellence</li> <li><input type="checkbox"/> Invitations to reach locally or regionally at universities, health systems, etc.</li> <li><input type="checkbox"/> Development of new curriculum, course, clerkship program, training grant, conference, seminar series, or massive online open course in an area of clinical or scientific expertise or in health profession and/or biomedical education with local or regional impact (part 5 of Educational Addendum).</li> <li><input type="checkbox"/> Creation of novel or unique teaching methods or materials, including educational software, videos or web-based materials with local or regional impact (part 6 of Educational Addendum).</li> <li><input type="checkbox"/> Creation of novel or unique evaluation or assessment methods with evidence of local or regional impact (part 7 of Educational Addendum).</li> <li><input type="checkbox"/> Establishment of partnerships or programs to enhance faculty development in an area of clinical scientific expertise, or in health professions and/or biomedical education with evidence of local or regional impact (part 8 of Educational Addendum).</li> <li><input type="checkbox"/> Creation or enhancement of teaching and learning opportunities for those who have historically been excluded or underserved by clinical or academic medicine with evidence of local or regional impact (part 9 of Educational Addendum).</li> </ul>	<div style="border: 1px solid black; height: 100%;"></div>

	<p align="center"><b>Supporting Evidence</b></p> <p><i>For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.</i></p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Engagement in educational, professional or scientific societies (part 10 of Educational Addendum). <i>(Select all that apply)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Leadership at the regional level.</li> <li><input type="checkbox"/> Service on local/regional committees developing policies and guidelines for training and education.</li> </ul> </li>   <li><input type="checkbox"/> Recognition for educational excellence. <i>(Select all that apply)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Local or regional awards related to education or scholarship</li> <li><input type="checkbox"/> Visiting professorship and/or extramural invitations to lecture/participate in local/regional academic meetings, symposia or seminars.</li> </ul> </li>   <li><input type="checkbox"/> Leadership role(s) in an educational or academic program (e.g. course-, clerkship-, site-, residency-, fellowship- training area-, graduate- program director, division director, laboratory director, etc.) (part 11 of Educational Addendum) <i>(Select all that apply)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Leadership role at the associate/assistant/site director level.</li> <li><input type="checkbox"/> Demonstration of continuous quality improvement efforts and program evaluation outcomes related to leadership role.</li> <li><input type="checkbox"/> Service on education related committees at the site/health system level.</li> </ul> </li> </ul>	
<p>Comment</p>	
<p><b>SCHOLARSHIP AND DISSEMINATION</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Peer-reviewed publications (including web-based):             <ul style="list-style-type: none"> <li><input type="checkbox"/> Ongoing and sustained record of peer-reviewed publications related to a clinical or scientific field or to health professions education (including educational methods, assessment, education policy, diversity, equity and inclusion, review articles, case series, systematic reviews, invited papers, white papers, etc.).</li> </ul> <p align="center"><u>OR</u></p> <li><input type="checkbox"/> Show evidence of sustained scholarly publications related to biomedical research or</li> </li></ul>	

		<p align="center"><b>Supporting Evidence</b></p> <p><i>For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.</i></p>
	<p>clinical medicine relevant to education, mentoring, advising and/or coaching.</p> <p><input type="checkbox"/> Textbook and book chapters: authorship of chapters.</p> <p><input type="checkbox"/> Print or media resource materials for learners, patients or lay audience (e.g. free open access medical educational materials, podcasts, clinical/educational blogs): Development of methods or materials with impact data such as view count or downloads.</p> <p><input type="checkbox"/> Presentations, Awards &amp; Grants: <i>(Select all that apply)</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Invitations to reach locally or regionally at universities, health system, etc.</li> <li><input type="checkbox"/> Regional workshops or invited talks.</li> <li><input type="checkbox"/> Invited participation in local or regional webinars.</li> <li><input type="checkbox"/> Local or regional recognition or awards for scholarship, mentorship, and/or diversity, equity and inclusion efforts.</li> <li><input type="checkbox"/> Inclusion as an investigator on scientific, education-related, and/or training grants (e.g. T32).</li> </ul> <p><input type="checkbox"/> Editorial and/or grant review service: <i>(Select all that apply)</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ad hoc roles as manuscript reviewer for educational, clinical, and/or biomedical research journals, or for educational content sections of specialty journals.</li> <li><input type="checkbox"/> Membership on grant review study committees or sections.</li> </ul>	
<p>Comment</p>		
<p><b>IMPORTANT CONSIDERATIONS</b></p>	<p>Appointment and term:</p> <ul style="list-style-type: none"> <li>● Appointment is at discretion of Department Chair.</li> <li>● Term of appointment can be 1,2,3,4 or 5 years.</li> </ul> <p>Reappointment and Non-Reappointment:</p> <ul style="list-style-type: none"> <li>● Terms can be 1, 2, 3, 4, or 5 years.</li> <li>● Reappointment to a term longer than 1 year requires review and approval by the Office of the Dean.</li> <li>● No limit on reappointments.</li> <li>● In the event of non-reappointment the Chair will provide written notice.</li> </ul>	

	<p style="text-align: center;"><b>Supporting Evidence</b></p> <p><i>For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.</i></p>
	<ul style="list-style-type: none"> <li>● If a decision to reappoint a faculty member is made during a term extension as described in the section on notices of non-reappointment, the reappointment notice must be in writing from the Chair. The reappointment will commence retroactive to the first day following completion of the original term of appointment.</li> <li>● Notice of non-reappointment is minimum 6 months before term end date for 1 or 2-year terms; minimum one-year notice on terms more than 2 years.</li> </ul> <p>Promotion:</p> <ul style="list-style-type: none"> <li>● The Chair may, at any time, recommend exceptionally qualified faculty for promotion to Professor.</li> </ul> <p>Tenure:</p> <ul style="list-style-type: none"> <li>● Under exceptional circumstances, an Associate Professor may be given tenure.</li> <li>● Must exceed expectations for appointment and promotion to Associate Professor.</li> <li>● Must demonstrate sustained accomplishments, superior productivity and leadership.</li> <li>● Excellence in the dissemination of knowledge.</li> <li>● Demonstrate a high likelihood of continued success.</li> <li>● The recommendation of exceptionally qualified faculty for tenure may be made by any time by the Chair.</li> <li>● Requires approval by the committee on APT.</li> </ul>
<p><b>TRACK SWITCH CRITERIA</b></p>	

*\*If incomplete, template will be returned*

**Reviewer Decision**

- UNDECIDED (Requires Discussion)
- Support Request for Appointment/Promotion
- Deny Request for Appointment/Promotion
- Support Request for Tenure
- Deny Request for Tenure

**Other reviewer recommendations:**

Track Switch:  Yes  No

If Yes, select Track: Select a Track

Secondary appointments in other departments:  Yes  No

If yes, select Department: Select a Department

**Committee Decision**

- Support Request for Appointment/Promotion
- Deny Request for Appointment/Promotion
- Support Request for Tenure
- Deny Request for Tenure

**Other committee comments:**

**Track Switch:**  Yes  No

**If Yes, select Track:** Select a Track

**Secondary appointments in other departments:**  Yes  No

**If yes, select Department:** Select a Department

**Call division chief**

**Check with APT committee chair Dr. Jonathan Halperin**

**FINAL DECISION:** Choose an item.

**DENY REQUEST** - Reason for Denial:

- 1.
- 2.
- 3.

Recommended CV edits (Note: this will be forwarded directly to the candidate so please provide full sentences):

- 1.
- 2.
- 3.
- 4.

Additional Comments for APT Chair/Administrative Staff:

- 1.
- 2.

RESUBMISSION COMMENTS

Initial Date Submitted: Click or tap to enter a date.

For APT Committee Leadership Use only